

**Minutes - Executive Board Meeting  
North Carolina Association of Agricultural Extension Secretaries**

**Iredell County Agricultural Extension Office  
Statesville, NC**

**January 18, 1991**

The Executive Board of the North Carolina Association of Agricultural Extension Secretaries met January 18, 1991, 10:00 a.m., Iredell County Agricultural Extension Office, Statesville, NC.

President Miranda Pope called the meeting to order and introductions were made. Thanks to hostess Lib Weaver, retired.

Barbara Stone called the roll. Present were: Miranda Pope, President; Nancy Griffin, 1st Vice President; Louvenia McIntosh, 2nd Vice President; Kathy Walters, Treasurer; Barbara Stone, Secretary; and Janice Buchanan, Advisor.

Minutes were past and read by the group. Corrections were made to the fifth paragraph - the date should read August 1.

Kathy Walters gave a treasurer's report. A copy is attached. We have 215 paid members. Four districts have 100%, Southwestern, Southeastern, Northwestern and South Central. Northeastern district has paid no dues but will send check as soon as more members pay their dues.

Miranda wants to work on getting districts to pay dues on time. Communication between in and outgoing treasurers is a must. Dues are to be paid to the districts by October 1 and to the State by November 1. Kathy is to work up a form with paid, honorary, and associate members information to be recorded and sent in with the State dues. She is to have this form available by the February 22 meeting.

Encouraging presidents to have their district meetings at such a time to insure that treasurers will have dues in on time was discussed. Possibly have all districts have their meetings in the same month.

The new State directory was discussed.

Helen Miller will continue to be Reflections chairman.

Miranda gave Executive Board members authorizations for the February 22 meeting from Dr. Dew. She also has a confirmation from Dr. Dew that he will be present at the February 22 meeting. An invitation was issued to Dr. Wells but to date no reply as been made.

Miranda has received approval from Administration on our request to increase professional improvement days from the current three days to four days. Thank-you letters were sent to Dr. Wells and Dr. Dew.

Nancy Griffin gave a report on the Executive Board Award. The award is based on participation, contributions, and cooperation with the Association. Any member is eligible for this award. To nominate a member, send Nancy a letter telling why the person should have this award and send some supporting evidence of what this person has done. The nomination letter is due to Nancy by August 1.

Nancy reported on the 1990 Herter-O'Neal Scholarship Award. Problems with giving out this scholarship were brought up. Nancy explained that she had to go with the third choice and after contacting this

person, no confirmation has been made as to school affiliation. Possible alternatives for giving out the Herter-O'Neal award were suggested, such as, contacting community colleges to see if they have people that could use this scholarship. Also the guidelines possibly need to be looked at.

Janice reported on the campus organization. She states that following an approval letter dated September 5, 1990, from Dr. R. C. Wells to proceed with mailing a survey to Extension campus secretaries, she sent out a survey on September 24, 1990, to 105 campus secretaries. With the survey, a cover letter was attached and in that letter she gave background information on the Association, objectives, and some successful goals the Association has reached since their formation. She received 46 responses, 39 secretaries said they would be interested in attending a meeting to learn more about the N. C. Association of Agricultural Extension Secretaries. On November 12, 1990, she sent the results of the survey to Dr. Wells and asked his permission to proceed with organizing an on-campus association. On December 28, 1990 she received a letter from Dr. Wells acknowledging her survey results. He indicated that he would need to discuss the formation of an on-campus association concept further with the Dean and directors before a final decision was made.

Louvenia McIntosh said of the 1991 Herter-O'Neal Scholarship Award that Sandy Ballard, Western District Scholarship Committee Chairman, had distributed the applications and they were due back to her by February 16; after which, she would send in her recommendations. Miranda suggested that Louvenia's committee pick a 1st, 2nd, and 3rd choice.

Miranda asked Janice about feedback from interests made by the Mississippi Extension secretaries. To date no response had been made. Interest in the number of secretary associations across the Nation was raised. Possibly sending a letter to all State Universities was suggested.

Margaret Reynolds, Southwestern District, has been nominated to receive an honorary member status. Miranda will recommend Margaret at our February 22 meeting.

Miranda talked with Public Relations chairman, Nancy Payne, about the Newsletter deadline, which is June 1.

Miranda mentioned our 1991 State meeting, September 19-20 in Atlantic Beach.

Miranda suggested to be on the look out for secretary award forms that come to Directors. The Directors' Award of Excellence for Computer and Leadership should come in some time in May, also the SPA award. We should recognize the winners of all awards at our business meetings so they can be part of the minutes. A list will be provided for our records.

Sandra Hopkins, Rowan County, is chairman of the Nominating Committee. The election of officers for 1992 will come from: President, SW; 1st Vice President, NP; 2nd Vice President, NC; Secretary and Treasurer comes from W, NW, SC, and NE. Nomination forms and eligibility list will be in the Newsletter. Correct information on the eligibility lists was stressed.

Miranda asked Janice to install the new 1992 officers in September.

Miranda raised a question concerning Article VI Section 7 in the Handbook about an officer holding concurrent offices. The interpretation needs to be clarified. Possibly the Nominating Committee could check on this for future offices or maybe the Rules and By-Laws Committee could clarify matters.

## NEW BUSINESS

The 1992 Herter-O'Neal Scholarship Award will be the responsibility of the Northwestern District.

Miranda has talked with Dr. Dew about the 1992 State Meeting. He hopes to have it held on campus; however, no decision has been made. Northeastern District will be asked to Host the 1992 Meeting. If they can not or we do not have the 1992 meeting in Raleigh, then the Western District will have to host.

Some ideas for the Association to think about were suggested. 1. A secretarial handbook for each secretarial position, made within each county, to help new secretaries or other secretaries do their duties. 2. Orientation of new secretaries. (Miranda will make this recommendation to Dr. Dew.) 3. Secretarial photos. Possibly the Association could absorb some of the cost. (Miranda will make this recommendation to Dr. Dew.)

Miranda gave some important dates for the future: February 22 - 10 am, Board of Director's meeting, McKimmon Center; April 24 - Professional Secretaries' Day; April 25-26 - South Carolina ACES, Sumter, SC. (A delegation to the SCACES meeting was encouraged. Miranda will send more information.)

Janice suggested awarding a token of appreciation to all past presidents of the Association in the form of a plaque. The one-time cost, approximately \$330, will be brought before the board at the February 22 meeting.

Miranda Pope, President, adjourned the meeting.

Respectfully submitted,  
Barbara A. Stone, Secretary, NCAAES